

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 10-03

OPEN TO: All interested candidates

POSITION:

PROCUREMENT AGENT

**TEMPORARY POSITION – REPLACEMENT FOR
EMPLOYEE ON MATERNITY LEAVE – approximately
12 months**

OPENING DATE: May 21, 2010

CLOSING DATE: June 4, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Position Grade: LES-7, HRK 187,560 annual gross salary
(*EFM/MOH/NOR: Position Grade: FP-07 tentatively \$
34,324)

The U.S. Embassy in Zagreb is seeking an individual for employment as a Purchasing Agent in the GSO Section.

BASIC FUNCTION OF POSITION

Incumbent is responsible for international and local procurement and contracting for the Embassy. Conducts and analyzes market research, and selects contractors for all equipment and supplies that can be obtained locally and offshore. Selects and recommends vendors to be awarded a USG Blanket Purchase Agreement (BPA). Serves as post's main cellular telephone communication contracting contact.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Three years of progressively responsible experience required, of which 2 years must be in procurement.
3. Level IV (fluent) English and Level IV (fluent) Croatian is required.
4. Must have good working knowledge and understanding of local market practices, supplies and local business environment.
5. Must have excellent computer skills and know how to use MS Office applications.
6. Must have a valid driving license cat B.

TO APPLY

Interested candidates for this position should submit the following:

- A. Application for Federal Employment (OF-612); or a current resume
- B. Other documentation that address the requirements of the position as listed above.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: June 4, 2010

An Equal Opportunity Employer